

Technical Branch
Science & Engineering Group
Sub-Professional Engineering Series

PARKS ENGINEERING TECHNICIAN

01/98 (TLW)

Summary

Under general supervision, perform difficult and unusual phases of providing technical support associated with any combination of planning and development of complex plans and specifications for a variety of design, construction or acquisition of recreational facilities and equipment applications such as preparing and approving engineering and architectural drawings and documents, analyzing and approving contractor and internal progress on construction projects, and conducting and reporting on special investigations for regulatory compliance.

Typical Duties

Review plans and design drawings for a variety of proposed construction project and modifications to existing facilities. Involves: analyzing plans for compliance with applicable ordinances, regulations, specifications such as the Park Dedication Ordinance; representing the department at the Subdivision Review committee and participate in reviewing proposed park plans submitted by developers; conducting final reviews of contractor packets for project bid proposals; making final check on pay estimates and contractor invoices; representing the department regarding technical procedures and problems associated with meeting community needs and regulatory standards, and evaluation of contractor bid specifications; assisting in design and plan implementation, and initiating a wide variety of small recreation facilities renovation and construction or equipment installation and repair projects; collaborating with facility design engineers, project inspectors, contractors and other organizations regarding project planning;

Conduct facility, equipment and construction inspections for compliance with Federal, State, and Local Laws and regulations. Involves: reading and interpreting details of complex regulations and specifications; verifying compliance and quality control through on-site inspections; recommending action to correct deficiencies and ensure compliance and resolving disputes.

Assist in preparation of scope of work statements for proposed projects and applications for grant funding. Involves: providing detailed descriptions of construction and installation work, diagrams, drawings and cost estimates; developing specifications, costs and sources for recreational equipment purchases, researching facility records and related recreation operations documents; analyzing costs and developing alternatives.

Perform related duties as required. Involves: performing any duties of coworkers or delegated duties of supervisor, if required, during temporary absences sufficient to maintain continuity of normal operations; responding to news media inquiries in absence of supervisor; developing data for use in responding to unusual questions or general interest presentations; overseeing maintenance of assigned unit files and records of projects and facilities inventory.

Minimum Qualifications

Training and Experience: Completion of an Associate's Degree in Engineering Technology, Drafting Technology or related field and six (6) years of increasingly responsible para-professional engineering experience; or an equivalent combination of training and experience.

Knowledge, Skills and Abilities: Comprehensive knowledge of: construction, land development or related engineering technology principles, procedures and techniques. Good knowledge of: mathematics related to engineering; applicable public recreational and environmental regulations, laws and technical specifications; asphalt technology; recreational equipment installation and use; manual and computer aided design drafting (CADD). Some knowledge of National Playground Safety Institute and Consumer Product Safety Commission standards necessary to inspect playgrounds and park sites for hazards.

Ability to: conceptualize and prepare design drawings based on engineering requirements and develop application of technical procedures in support of engineering projects; simultaneously monitor details of numerous small construction, renovation, installation and repair projects; develop construction and equipment cost estimates and specifications; express oneself clearly and concisely, both orally and in writing, when responding to public information requests as authorized; establish and maintain effective working relationships with fellow employees and the general public.

Skill in the safe operation and care of: personal computer or network work station, including CADD, word processing, spreadsheets and database software; standard drafting instruments; time and distance measuring devices; motor vehicle through city traffic.

Physical Requirements: Frequent: close visual concentration to draft design drawings. Occasional: exposure to adverse weather; movement over uneven terrain at construction sites.

Special Requirements: Subject to call back, and working flexible hours, weekends, holidays and mandatory overtime, as required.

Licenses and Certificates: Texas Class "C" Driver's License or equivalent from State of residence; National Playground Safety Inspector Certificate within one (1) year of appointment.

Director of Personnel

Department Head

OFFICIAL